

WEBB COUNTY

P-2006-21

Request for Proposals for Architectural Services

**PROJECT NAME:** Webb County La Presa Community Center

**PROJECT LOCATION:** La Presa Tract. La Presa is thirty-seven (37) acre tract of land owned by the County of Webb. The Location of this new facility is approximately two and half miles (2 ½) miles East on Mangana-Hein Road off Hwy 83 South.

1. **GENERAL:**

- A. All proposals will be evaluated using Texas Civil Statutes, Professional Service Procurement Act, Texas Government Code, Chapter 22.54.
- B. The County of Webb shall negotiate a contract for the service based on a Two step process.
- C. The initial selection shall be based on the demonstrated competence and qualifications of the person, including any firm, who is to provide the services.
  - 1. All person(s) or firm(s) will be scored on the following:

|                     |     |        |
|---------------------|-----|--------|
| Experience          | 55  | points |
| Work Performance    | 25  | points |
| Capacity to Perform | 15  | points |
| Affirmative Action  | 5   | points |
| Total Score         | 100 | points |
- D. After the County of Webb makes its selection, it shall proceed to negotiate a contract at a fair and reasonable price.
- E. If the County of Webb is unable to negotiate a satisfactory contract with the most highly qualified person, the County shall end negotiations with that person or firm and begin negotiations with the second most highly qualified person. The negotiations shall be undertaken in this sequence until a contract is made.
- F. Ethical Standards- It shall be a breach of ethics to offer, give or agree to any County official, committee member or employee to solicit, demand,

accept or agree to accept from another person, entity, or organization, a gratuity or any offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or contract or subcontract, or to any solicitation or proposal therefore pending before the County Commissioners.

**G. Minimum Standards for Responsible Prospective Professional Service A Provider** prospective Professional Service Provider must affirmatively demonstrate their responsibility. A prospective Professional Service Provider, by submitting a RFP, represents to the County of Webb that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the RFP;
- Be able to comply with the required or proposed delivery schedule;
- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

**H. Hold Harmless Clause-Successful Professional Service Provider** shall defend, indemnify and, save harmless Webb County and all its County officials, committee member, and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property, on account of any negligent act or fault of the successful Professional Service Provider, or any agent, employee, subcontractor or supplies in execution of, or performance under any contract which may result from award. Successful Professional Service Provider indemnifies and will indemnify and save harmless Webb County from liability, claim or demand arise from event or casualty happenings or within the occupied premises themselves or happening upon or in any or the halls, elevators, entrances, stairways or approaches of or to facilities within which the occupied premises are located. Successful Professional Service Provider shall pay any judgment with costs, which may be obtained, against Webb County by counsel reasonably acceptable to Webb County. Successful Professional Service Provider's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful Professional Service Provider.

## **II. SCOPE OF SERVICES:**

The Webb County Economic Development is currently soliciting Requests for Proposals to retain the services of an architectural firm and/or architect to develop plans and specifications and contract documents for the construction of a three-thousand-square-foot (3,000 sq. ft.) community center. Architects are encouraged to submit a rendering (8" X 11") that will provide the County a conceptual view of how the architect plans to develop the drawings.

The community center will be located on La Presa Tract. La Presa is a thirty seven (37.05) acre tract of land owned by the County of Webb. The location of this new facility is approximately two-and-half miles (2 ½) miles East on Mangana-Hein Road off HWY 83 South.

The structure needs to be designed with the following accommodations:

1. reception area with receptionist's office;
2. three offices;
3. a large multipurpose room;
4. one medical exam room;
5. kitchen to accommodate all major appliances ( stove, refrigerator, microwave, sinks with count top, cabinets, etc.);
6. storage room;
7. computer Lab;
8. lavatory Facilities;
9. septic Tank designed and sized for the facility;
10. water storage tank and pumping system designed for the building.

The selected architect will provide a time-schedule and certification during the design phase; designs, plans, specifications and contract documents for the community center have been approved by the Texas Department of Licensing and Regulation. This documentation must include the approval by a division director for assurance that the plan documents are in compliance with accommodations for disabled users as specified in "Civil Statutes, Title 132A – Texas Department of Licensing and Regulation, art. 9102 (2005). Evidence of approval of designs and specifications by the County of Webb Engineering Department must also be submitted to the County Economic Development Department on a timely basis and prior to starting construction. All documents will require review and the approval of the County Engineer prior to the solicitations of bids.

### **III. CRITERIA:**

#### **A. Experience of Firm:**

1. Development of similar or related projects. Please provide a listing of past projects and client contact person.
2. How many rehabilitation projects or new construction projects has or is your firm working on that are local, state and federally funded.
3. Currently, how many projects located in this general region is your firm working on.
4. Project Construction Management:
  - a) Architect to be in charge of this project: (Give qualifications and experience of this type of work and list the specific duties each will be assigned.)

#### **B. Work Performance:**

1. Can you provide time completion dates for project activities?  
  
\_\_\_\_\_ YES (please provide time chart)  
  
\_\_\_\_\_ NO (If no, please explain)
2. Submit a brief summary report on your approach to management of projects within budgetary constraints. Also, include a statement identifying your firm's methodology in the development of such a plan.
3. Various elements of the plan will require review and/or approval of different County Offices and Departments as well as other entities (i.e., County Commissioners, County and County Engineer). Please submit a brief summary of your approach regarding the coordination of these efforts.
4. Please provide a list of five past/current clients where your firm has provided similar service.

**C. CAPACITY TO PERFORM:**

1. Submit a brief summary of staffing level/experience of staff.
2. In your firm's capacity to perform, would your firm require any additional human and/or financial resources?
3. Please submit a copy of your current Professional Liability Insurance. Note: The Commissioners Court will accept Professional Liability Insurance on a project-by-project basis.

**D. AFFIRMATIVE ACTION:**

- a) Is the proposing firm a small business or a minority firm?

\_\_\_\_\_ YES

\_\_\_\_\_ NO (If yes, explain)

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE

NOTE:

All submissions relative to this Proposal shall become the property of Webb County and are nonreturnable.

If any further information is required please call the Webb County Purchasing Agent, Mr. Eloy Ramirez, Jr., at (956) 523-4125 or Mr. Juan Vargas, at (956) 523-4605.

## Public Notice

Notice hereby given that the County of Webb is accepting proposals to retain the services of an architectural firm and/or architect to develop plans and specifications and contract documents for the construction of a three thousand square foot (3,000 sq. ft.) community center for the Economic Development Department.

Proposals must be submitted one (1) original and eight (8) copies in sealed envelopes to the Webb County Clerk's Office.

Sealed envelopes must be marked (Sealed Proposal) with Proposal number and title on front lower left hand corner of envelope.

Mark Proposal: **Proposal # P-2006-21 "La Presa Community Center"**

Proposals will be either hand delivered or mailed to the following location:

**Webb County Justice Center  
Webb County Clerk's Office  
1110 Victoria, St. Suite 201, 2<sup>nd</sup> Floor  
Laredo, Texas 78040**

Proposals must be delivered no later than **2:00 P.M., Tuesday, August 15, 2006**.  
Proposals received after the time and date specified will have no consideration.

Copies of Request for Proposals may be obtained at the Webb County Purchasing Office, Administration Building, 1110 Washington St., Suite 101, 1<sup>st</sup> Floor, Laredo, Texas 78040.

The County of Webb reserves the right to reject any and all proposals or to select the proposals that in the best interest of Webb County.

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Eloy Ramirez, Jr.  
Webb County  
Purchasing Agent

Publication Dates:  
Tuesday, August 1, 2006  
Sunday, August 6, 2006

